

FCC HQ Quick Guide

Building Information

Address, Deliveries, and Mail Information

- Mailing Address - Federal Communications Commission 45 L Street NE Washington, DC 20554
 - All mail is screened offsite.
 - All packages are screened offsite and delivered daily, Monday through Friday between 10:00 am and 2:00 pm. As a reminder, the FCC cannot accept personal package deliveries.
 - Mail stations for Bureaus/Offices are located on each floor in copy/mail areas.
- Courier or Individual Deliveries - BrightKey 9050 Junction Drive Annapolis Junction, MD 20701
 - No hand deliveries, messenger deliveries, or filings will be accepted at the FCC Headquarters.

FCC Staff & Visitor Building Access

- General Information - Building Hours:
 - Monday – Friday from 7:00 am to 7:00 pm for staff and visitors.
 - After hours and on weekends, staff may access the building lobbies using their badge on the exterior card readers.
 - Because the FCC does not occupy the whole building, security procedures must be followed at all times. Once permitted, all visitors must be escorted at all times by FCC personnel from the lobby at entry and back to the lobby for exit.
- All personnel (federal staff and contractors) must have their FCC issued ID badge to enter the building through the main or staff entrances on L Street.
- All FCC staff must have or obtain an activated badge from the Security Operations Center (SOC) that will work at the new FCC HQ (e.g., to activate turnstiles, use elevators, open doors within the FCC’s secured area). Prior to your credential expiration, you will receive an email from HSPD12Admin@usaccess.gsa.gov to update your certificate and/or credential. Please contact SOC@fcc.gov to make an appointment to update your credential onsite. On your badge, the bold date at the top is when your actual badge expires and a new one will need to be printed. Two years prior to that date is when the gold chip on your credential expires, which is a separate update process that can be handled onsite with SOC.
- FCC ID Badges must be prominently displayed at all times above the waist while in the building.

Getting Help On-Site

- Facility Issues or Concerns:
 - Transit subsidy, parking, building issues, restrooms, lighting, temperature, furniture, mail, supplies, temporary bulk trash & cardboard box disposal, shred bin locations, large scale or specialized printing needs, contact ASC at (202) 418-0330 or ASC@fcc.gov.
- Security Issues:
 - Badge, key, threat, security concerns, contact the Security Operations Center (SOC) at (202) 418-7884 or SOC@fcc.gov. After Hours: Contact the Security Command Center at (202) 418-7737 or OBREmailForward@fcc.gov
- Information Technology/Telephone Issues:
 - Workspace IT equipment, telephones, software, computer security issues, contact the Service Center by phone (202) 418-1200 or by email Service-Center@fcc.gov.
- Conference/Training/Huddle Rooms/IPTV Audio Visual Support:
 - For set-up assistance and support for use of audio visual and phone usage, please contact the IT AV team at (202) 418-1200 or ITAVsupport@fcc.gov.

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- Life Threatening Emergencies:
 - For life threatening emergencies, first dial 911 to report the emergency. Then immediately call the Security Command Center at (202) 418-7737 to report the details.

Transportation

Public Transportation Information

WMATA Metrorail

Metro Station	Location	Distance	Walk Time
Union Station Red Line	701 1 st Street, NE Washington, DC 20002	0.6 miles	13 minutes
NoMa-Gallaudet University (M Street Entrance) Red Line	M & 2 nd Street, NE Washington, DC 20002	0.4 miles	9 minutes

Amtrak/MARC/VRE Trains

Metro Station	Location	Distance	Walk Time
Union Station	7011 1st Street, NE Washington, DC 20002	0.6 miles	13 minutes

WMATA Metrobus Stops

Bus Stop Location	Bus Numbers	Distance	Walk Time
North Capitol Street & K St.	80, P6	0.1 mile	3 minutes
NE K Street & NE 1 st St.	D3, D4	0.2 miles	5 minutes
North Capitol St., NW & K St., NW	80, 96, D3	0.2 miles	5 minutes

Maryland Transit Association Commuter Bus Stops

Bus Stop Location	Bus Numbers	Distance	Walk Time
Annapolis/Truman Parkway, K St. & 1 st St. NE	220	0.2 miles	4 minutes
Kent Island, K St. & 1 st St. NE	240	0.2 miles	4 minutes
Severna Park/Davidsonville, K St. & 1 st St. NE	260	0.2 miles	4 minutes

Loudoun County Commuter Bus Stop

Route	Distance	Walk Time
North Capitol & Mass Ave., NE	0.5 miles	11 minutes

Streetcar Stop

Route	Stop	Distance	Walk Time
H/Benning Line	H Street and Union Station	0.5 miles	11 minutes

Bicycle Routes

Route	Distance	Walk Time
Metropolitan Branch Trail	0.2 miles	4 minutes

Transit Subsidies

The FCC's transit subsidy program provides mass commuter transportation (e.g., commuter rail, metro, bus) benefits, up to \$325/month to offset commuting costs. Employees typically must submit requests no later than noon on the 10th of each month to receive their requested benefits in the following month. Employees seeking to review, raise, or lower their monthly subsidy may do so on the TRANServe website:

<https://www.transportation.gov/transerve/participants/federal-communications-commission-fcc>

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If you have any questions or need assistance completing your registration or submitting your subsidy change request, then please contact Vaughn West, Administrative Service Center (ASC), at 202-418-0330 or Vaughn.West.CTR@fcc.gov.

FCC Union Station Shuttle

FCC provides an ADA-compliant 24-passenger shuttle offering safe and efficient service for FCC employees between Union Station and Headquarters. When at Union Station, the shuttle is located in front of the Department of Labor Statistics, 1st street at the Mezzanine Level across the street from Union Station First Street exit. Hours: 6:00 am – 11:00 am and 3:00 pm – 10:00 pm every workday on an alternating 15-minute schedule.

Morning Schedule	
Time	Location
6:00 am	Leave Union Station
6:15 am	Leave FCC HQ
6:30 am	Leave Union Station
6:45 am	Leave FCC HQ
7:00 am	Leave Union Station
7:15 am	Leave FCC HQ
7:30 am	Leave Union Station
7:45 am	Leave FCC HQ
8:00 am	Leave Union Station
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10:00 am	Leave Union Station
10:15 am	Leave FCC HQ
10:30 am	Leave Union Station
10:45 am	Leave FCC HQ
11:00 am	Leave Union Station

Afternoon Schedule	
Time	Location
3:00 pm	Leave FCC HQ
3:15 pm	Leave Union Station
3:30 pm	Leave FCC HQ
3:45 pm	Leave Union Station
4:00 pm	Leave FCC HQ
4:15 pm	Leave Union Station
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8:30 pm	Leave FCC HQ
8:45 pm	Leave Union Station
9:00 pm	Leave FCC HQ
9:15 pm	Leave Union Station
9:30 pm	Leave FCC HQ
9:45 pm	Leave Union Station
10:00 pm	Leave FCC HQ

FCC Secure Bicycle Rooms

The FCC has two secure bicycle rooms on the 1st level of the parking garage (P1) that are accessible via the garage entrance on L Street.

- These rooms are accessed via a card reader, and SOC can provide access on your FCC-issued badge. Contact SOC at (202) 418-7884 or SOC@fcc.gov
- The rooms include bike storage racks, secure lockers (locks not provided), repair stands and air.
- Other bicycle racks are located throughout the garage for use by all tenants.
- Separate shower/locker rooms are available. Please see Building Services Information, below.

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Parking at FCC Headquarters

There is limited parking available underground, in the Sentinel III parking garage, which is shared by all tenants of the building. The garage is run by a parking garage operator. Access to the garage is provided via access cards issued by the parking garage operator to approved monthly parkers. Only monthly paid parkers have access to park in the garage after-hours and weekends. Street parking is available, but at your own risk.

- The garage has a maximum vehicle height of 6'-9". There are 12 dedicated motorcycle spaces on the P3 level. Motorcycle parkers are required to apply for parking and, if approved, pay the full monthly parking rate.
- The monthly parking rate is currently \$151.00 per month but only through April 2025. More information about the cost beyond April will be shared soon.
- The lessor provides 2 pay-to-use electric charging stations. Vehicles can park in those spaces for a maximum of 4 hours.
- The lessor provides an amenity bay for temporary usage to clean windows, add air to tires, and vacuum a vehicle. Vehicles are only allowed in this space for the short-term purpose of using the amenities bay.
- Overnight parking is generally prohibited and HQ monthly parking cannot be used for personal car storage.

To sign up for monthly parking please refer to prior emails sent from Human Resources.

Other Local Parking – Below are local garages. Employees can also visit <https://spothero.com/> to locate nearby parking:

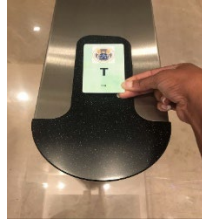
Covered Parking			
ABM		Uline Arena Parking Garage	
Location:	77 K Street, NE Washington, DC 20002	Location:	1140 3 rd Street, NE Washington, DC 20002
Total Spaces:	239	Total Spaces:	168
Hours:		Hours:	
Hourly Rate:	\$10.00 first hour	Hourly Rate:	\$7.00
Daily Rate:	\$20.00 max, \$12.00 early bird (enter before 7am)	Daily Rate:	\$20.70 Max
Monthly:	Non-Reserved: \$234.00 Reserved: \$432.00	Monthly:	Non-Reserved: \$315.00 Reserved: \$620.00
IMPARK		Union Station Parking Garage	
Location:	1100 First Street, NE Washington, DC 20002	Location:	30 Massachusetts Ave., NE Washington, DC 20002
Total Spaces:	303	Total Spaces:	2448
Hours:		Hours:	24 hours 7 days a week
Hourly Rate:	\$10.00 first hour	Hourly Rate:	2- 10 hours - \$20.00
Daily Rate:	\$14.00 max, \$11.00 early bird (enter before 9am)	Daily Rate:	\$25 Max
Monthly:	Non-Reserved: \$236.00 Reserved: \$472.00	Monthly:	Not Available
IMPARK		Union Center Plaza Garage	
Location:	1050 1 st Street, NE Washington, DC 20002	Location:	810 1 st Street, NE Washington, DC 20002
Total Spaces:	215	Total Spaces:	124
Hours:	Mon-Fri 5:30 am to 7 pm	Hours:	Mon-Fri 7 am to 7 pm
Hourly Rate:	\$12.00 Early Bird (enter before 9 am)	Hourly Rate:	1 hour - \$12.50
Daily Rate:	\$15 Max	Daily Rate:	\$17.70 Max
Monthly:	\$236.40	Monthly:	\$252

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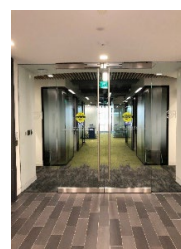
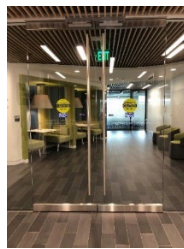
Security Turnstiles and Card Readers in Elevators and Secure Lobbies

You must use your FCC badge to move throughout the building.

- Turnstiles are located beyond the security guard desk in the main and employee lobbies.
 - The white light at the top edge of the turnstile should be on your right as you approach. Place your badge in the top of the black portion of the turnstile to read it. When the light turns green you may walk through.



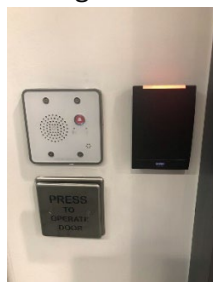
- Card readers are located in the elevators, and you must swipe your badge on the card reader and then press the button for your desired floor.
- Each secure elevator lobby has a large graphic designating the floor number, and a floorplan to let you know which elevator bank you are located in on that floor and sets of secure glass doors that allow you to enter the floor and workspace after you swipe your badge on the card reader.



- The lights on the card readers are red until a badge is presented. Once a card is presented the light briefly flashes green and then quickly turns blue when the door is disarmed and can be opened.



- If the door is not disarmed before you attempt to open it, you will hear a loud beep from the door. Present your badge on the reader again, and if it still does not work, you should call the Security Command Center (SCC) at 202-418-7737 or press the red call button on the white intercom located next to the card reader to reach SCC. The roving officer will come to assist.

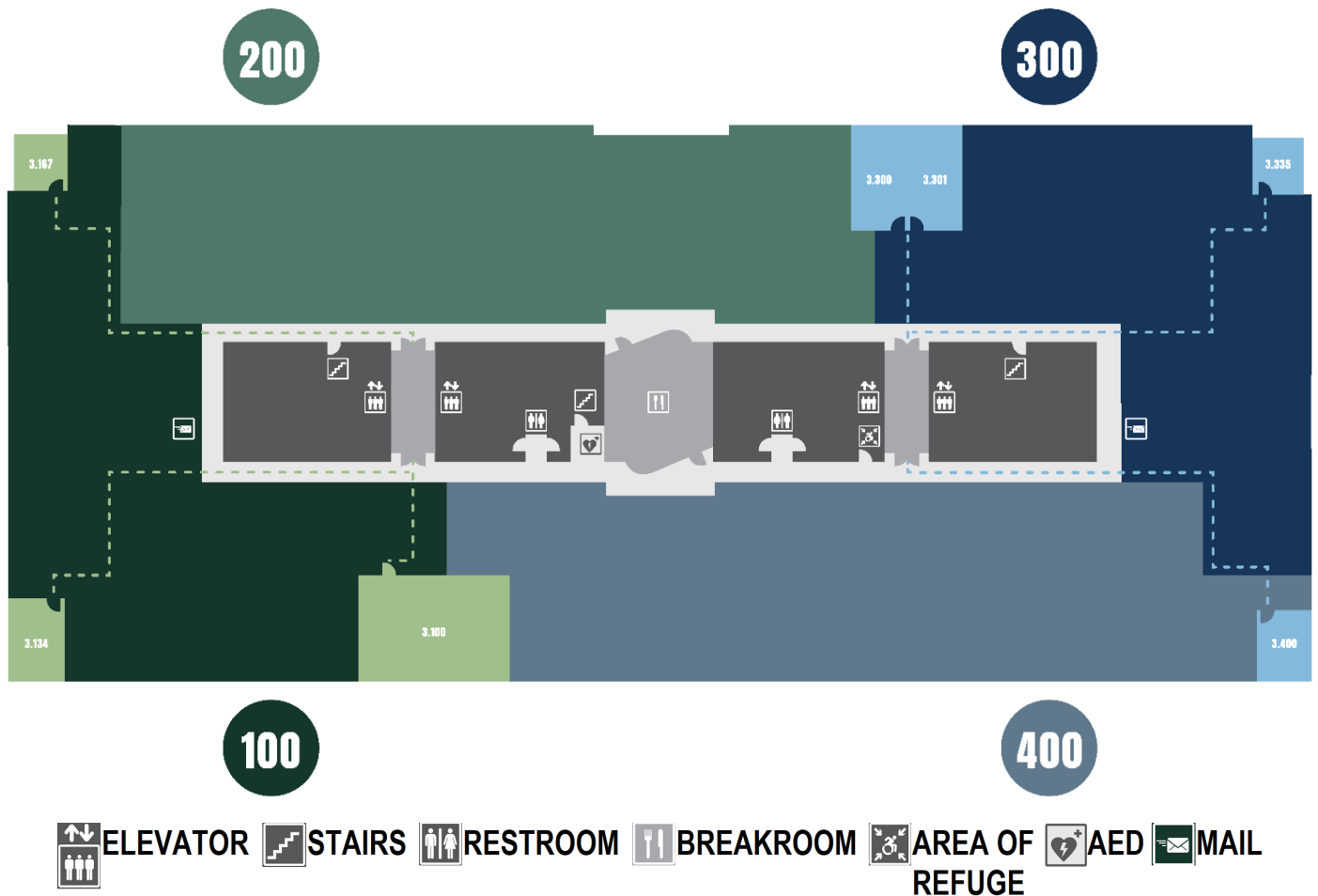


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Typical FCC Floorplan

The typical floor is the size of a football field and is laid out with a West and East Elevator lobby bank of elevators.

- Adjacent to each secure elevator lobby are breakout areas which are outside either large or medium conference rooms.
- Near each elevator bank is a set of stairs, and a third staircase is located near the center of the floor. Off the East elevator bank is a refuge room for use by those with mobility impairments during an emergency.
- The center of the floor has a large pantry/break area, and restrooms are located to each side on the South corridor.
- Near the West and East ends of the floor are large copy and mail areas, and secure shred bins.
- At each corner of the building are small or medium conference rooms that are flanked by huddle rooms.
- The space numbering as indicated on the floor plan starts with the 100's in the Southwest corner and continues around the floor clockwise to the 200's, 300's and 400's.
- To help navigate the floor, accent colors are found in the carpet, accent walls, and some furniture and banners to designate the West end in Green, and the East end in Blue.



Signage is located overhead in the main corridors throughout the floor.



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Building Services Information

The 1st and 2nd floors feature our public and support spaces to ensure our work areas on the upper floors can remain productive and ensure information security.

- Showers & Lockers: Located on P-1 level of the Parking Garage
 - For access to the facilities, personnel must complete property management's Locker Room Indemnity Agreement, which can be obtained from ASC at (202) 418-0330 or ASC@fcc.gov. Once the form is signed and returned, property management will grant access to the employee's FCC issued ID. No fee is required. Staff must provide their own personal care items (no towel service provided). Lockers are for daily use only.
- Commission Meeting Room and Breakout Area: Located on the 1st floor, Room 1.120, 1.130, 1.140
- Public Information Center: Located on the 1st floor, Room 1.150
- Central Records Center: Located on the 1st floor, Room 1.155, 1.156
- Multi-Purpose Room: Located on the 1st floor, Room 1.201
 - For use by FCC staff, the room can be used for non-equipment-based exercise such as yoga, Pilates, meditation, tai chi, qigong, etc.
 - The room is equipped with a mirrored wall, and a monitor with speakers for streaming exercise programs, and a place to store your yoga mats.
 - The room is accessed via a card reader, and you can contact SOC to have access rights placed on your FCC issued badge. Contact SOC at (202) 418-7884 or SOC@fcc.gov.
- International Meeting Room, Located on the 1st floor, Room 1.230
- Administrative Law Judge Hearing Room: Located on the 1st floor, Room 1.400
- Health Center: Located on the 1st floor, Room 1.410
 - Open Monday – Friday (except holidays) from 10:00 am to 3:00 pm. (202) 418-0911. The health unit is staffed by a board-certified occupational health nurse, providing basic health care services for Federal employees; however, the health nurse and is not a substitute for your private physician or health care provider.
- IT Service Center: Located on the 2nd floor, Room 2.120
 - Available to all staff, contractors, and interns to provide in-person assistance for IT systems, telephones, software, and training. Hours: Mon-Fri 7:00 am - 9:00 pm (except holidays). Contact the Service Center by phone (202) 418-1200 or by email Service-Center@fcc.gov.
- AV Support Staff:
 - Available to all staff, contractors, and interns to provide in-person assistance for audio visual, phones, and IPTV. On-site support is available every day. Contact the IT AV team at (202) 418-1200 or ITAVsupport@fcc.gov.
- Administrative Service Center (ASC): Located on the 2nd floor, Room 2.220
 - ASC is available to all staff, contractors, and interns to provide assistance with building maintenance issues, transit benefits, mail, printing, asset management, office supplies, laborers, housekeeping, and official transportation. Hours: Mon-Fri 7:00 am – 6:00 pm (except holidays). Contact ASC at (202) 418-0330 or ASC@fcc.gov.

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- Asset Management: Located on the 2nd floor, Room 2.200
 - Manages all FCC property including computers, phones, laptops, monitors etc. Hours: Mon-Fri 7:00 am – 4:30 pm.
- Copy Center: Located on the 2nd floor, Room 2.210
 - Available to all staff, contractors, and interns to provide quick copy, large scale printing, binding, posters, and business cards. Hours: Mon-Fri 7:30 am – 5:30 pm. Contact the Copy Center at (202) 418-0350
- NTEU Office: Located on the 2nd floor, Room 2.301
- Conference & Training Center: Located on the 2nd floor, Room 2.400
- Café, Vending, ATM: Located on the 2nd floor, Room 2.409. 2.410
 - The FCC Café space on the 2nd floor provides a centralized break area, vending machines, and an ATM. Each floor has a centrally located break room which provides access to microwaves, refrigerators, Keurig machines (pods not provided) and filtered water.
- Library: Located on the 2nd floor, Room 2.412
 - Open to all staff, contractors, and interns. Contact the Library for operational hours/days at (202) 418-0450 or Library@fcc.gov
- Occupational Health & Safety Program is administered by the Safety & Occupational Health Officer
 - Recognize and remove conditions or actions in the workplace which might cause you injury or illness
 - Arrange for health services and support for employees
 - Provide CPR and AED training to employees, and ensure all AED devices located in the building are operational
 - Administer the FCC Worker's Compensation Program for employees who are hurt on the job
 - Conduct safety inspections
 - Provide ergonomic consultation
 - Provide policy guidance to FCC employees and management on other safety and occupational health issues
- Fitness Center:
 - FERC Fitness Center is located around the corner from the FCC and offers membership services including onsite and virtual for FCC federal employees.
 - Address: 888 First Street, NE Washington, DC 20426. Phone: (202) 502-8077. Website: <http://www.Fercfitness.weebly.com>
 - Gold's Gym is located around the corner (near Ted's Bulletin) from FCC and offers memberships to the public.
 - [Address: 1005 First Street, NE Washington, DC 20426, Phone \(202\)810-7647. Website: <https://www.goldsgymdcmetro.com/nomacenter>](#)
- TeleTots Childcare Center:
 - TeleTots by Reggio's Treehouse has both full and part-time enrollment options and daily drop-in care, subject to availability, with programs available for infants through children 5 years of age.
 - The form to submit interest and/or begin the process of securing a space on the enrollment waitlist as well as additional details about TeleTots by Reggio's Treehouse, including programs, availability, hours of operation, tuition, and enrollment can be found on the TeleTots website: <https://www.reggiostreehouse.com/teletots-by-rth>

Additional in-depth information can be found on the FCC employee portal and intranet.

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Building Rules

To keep the building clean and in good operating condition, the lessor and their property management have designated the following rules:

1. Only Government approved solicitations, such as food drives, blood drives and combined federal campaign allowed.
2. Bicycles, tricycles, motor scooters, skateboards, hoverboards or any other vehicle are prohibited in the building lobby or elevators, or in any FCC space except for authorized equipment used by physically disabled persons.
3. The doors leading to the corridors or elevator entrances shall be kept closed during business hours.
4. Smoking is prohibited. Flammable devices such as Sterno or candles are prohibited.
5. Water coolers/water clubs are not permitted. The FCC installed filtered water in all pantries and building water fountains are filtered.
6. No food or beverages are permitted in the Commission Meeting Room.
7. No personal appliances, such as single-serve coffee makers, personal refrigerators, personal fans, heaters, microwaves, hot plates, tea pots, fish tanks, fountains, or air purifiers are allowed in the workspace or building.
8. Only FCC supplied electrical equipment may be placed in pantry and break rooms. FCC has provided Keurig commercial coffee makers in breakrooms and microwaves.
9. No personal furniture, carpets, or lights are allowed in the workspace.
10. No art, flyers or other items may be hung or displayed inside the building entrance lobby, elevator lobbies or on any glass surfaces throughout the space. Bulletin boards are provided in the FCC copy rooms and pantries for staff to post notices.
11. No curtains, blinds, shades, or screens shall be attached to or hung from partitions, doors, or windows.
12. Window blinds must remain in the down position to ensure energy efficiency and avoid temperature fluctuations.
13. Items cannot be placed on windowsills and plants are not allowed in the facility.
14. Air fragrances such as sticks, incense, sprays, candles, devices, etc. are not allowed in the facility.
15. Animals are not allowed in the facility, except for service dogs.